

PID - 113/63  
17 September 1963

MEMORANDUM FOR: Assistant for Operations, NPIC  
FROM: Chief, CIA/PID (NPIC)  
SUBJECT: Proposed Program Analysis Plan

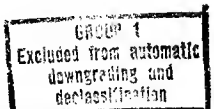
1. Summary of Branch Comments

- a. The daily reporting of work, as proposed, appears to put an undue burden on each individual.
- b. Concern for creating a "paper mill" operations that would require more time to operate and yet would not bring about any commensurate benefits or efficiencies.
- c. PID departmental reporting was not considered in this concept.
- d. Present time and project reporting procedures preferable to that proposed.
- e. Insufficient consideration of the photo analysis steps in recording time on projects.
- f. Concern for PAB assuming responsibilities for estimating man-hours that should logically be done by producer components.
- g. The proposed program is not flexible enough to permit quick responses to requirements without undue delay.
- h. In a "nut shell", the Program Analysis Plan would not appear to greatly facilitate operational procedures in NPIC, and, in fact, in some cases may have an adverse effect.
- i. Recommendation for briefing of branch chiefs for better understanding of what is proposed and what it hopes to accomplish.

2. Additional Comments

- a. The branches appear to have serious reservations as to the value of this proposal and the apparent additional drain on their

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b. I, too, share some of their concern but I also wonder whether management has actually decided it needs some of the information that is being requested in this proposal and whether it will be able to assimilate it as a tool for better management (the managers I assume are the chiefs of the various divisions and staffs as well as the Director's Office). To set up a whole new system for gathering such a wide variety of information for potential use, is in my estimation of doubtful value at this time.

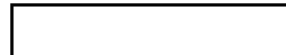
c. I would also suggest an inquiry into what study has been made of the present reporting procedures and whether some of the information could not be converted into an automated system by some NPIC unit without "gearing" up every producer component into this new concept.

d. Proposed program appears to be overly burdened with a variety of forms; is it possible that some of these could be combined?

e. Recommendations

1. Briefing for Branch Chiefs and their Deputies to explain the program.

2. Revision of present reports to provide additional information, if necessary, and to make full use of these reports in their present format in setting up any new system of reporting time, projects, etc.



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DRAFT

NPIC REGULATION  
NO. \_\_\_\_\_

*2<sup>nd</sup> Draft*

PROGRAM ANALYSIS

*Comments due  
to Asst. for Ops  
3 Sept*

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DRAFT REGULATION

NPIC Regulation

No. \_\_\_\_\_

PROGRAM ANALYSIS

1. Purpose:

The purposes of the Program Analysis System are:

a. To provide a statistical base from which NPIC management may be given answers to questions regarding past, current and future operations.

b. To provide a standardized method of accounting for and evaluating man-power-utilization.

c. To provide a means of measuring work loads, evaluating schedules and reporting the progress of projects within the production components.

d. To provide production components with information useful in planning and controlling their work.

2. Policy:

The Program Analysis System will be based upon man-hour data collected daily for all work directly related to NPIC projects and upon information of work assignments and their progress collected daily as changes in project status occur. Non-project work will be collected every two weeks at the same time the Time and Attendance reports are made, in the form of summaries prepared from the time and attendance records.

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3. Definitions:

a. Work Phase - A distinct production step through which a project advances toward completion. (See attachment 5 of the accompanying handbook for complete list.)

b. Activities - The actual jobs which employees perform on projects (See attachment 5 of handbook for complete list).

c. Operating Components - The main NPIC components contributing directly to project work, i.e., PAG, PSD, CSD, PD and TID.

d. Work Phase Reporting Components - It is recognized that certain work phases account for the majority of elapsed time spent on a project. In most instances no more than three work phases are needed to express the total elapsed time for a project, even though several other work phases may be involved. For example, in a typical photo interpretation project, the total calendar days consumed by the three work phases: photo analysis, publications and reproduction would be the same as those spent on the whole project including all other work phases. For this reason, at the time a project is initiated the Program Analysis Branch/OS (PAB), will designate which components will report lapsed time information. These will be referred to as work phase reporting components.

e. Work Order - The requirement, requisition or request form which specifies the particular task to be performed by an operating component. This form must have an NPIC project number affixed before being accepted by the component.

f. DBE Number - The number used with time cards which identifies the division, branch and employee.

4. Responsibilities:

NPIC components will be charged with the following responsibilities:

a. Operating Components - Each of the Operating Components will provide the PAB with information on man-hours spent on projects, bi-weekly summaries of their time and attendance records, and information of project assignments and their progress. The divisions may delegate this function to their branches.

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Each division or branch chief will designate a person within his command structure as the program coordinator. In general, his duties will be to manage his unit's participation in the Program Analysis System. To assist the program coordinator, each division or branch will designate a clerk as the program coordination assistant. Both of these persons will have adequately trained alternates to carry out their duties in their absence.

b. Director's Office and Staffs - will provide PAB with a bi-weekly summary of their time and attendance records. Each will designate a person and an alternate to be responsible for this task.

c. Program Analysis Branch/OS - will receive man-hour and project status data from the divisions, staffs and branches; assemble this data, arrange for data reduction by ADP/CSD and produce reports for management.

d. Automatic Data Processing Branch/CSD - will provide data processing support within time limits specified in the accompanying handbook.

5. Procedures:

Details for carrying out this regulation are prescribed in the Handbook, "PROCEDURES FOR COLLECTING PREPARING AND PRESENTING PROGRAM ANALYSIS DATA"; NPIC Handbook No. \_\_\_\_\_.

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DRAFT HANDBOOK

NPIC HANDBOOK

NO. \_\_\_\_\_

\* \* \* \* \*

PROCEDURES FOR COLLECTING,

PREPARING AND PRESENTING

PROGRAM ANALYSIS DATA

\* \* \* \* \*

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NPIC Handbook

No. \_\_\_\_\_

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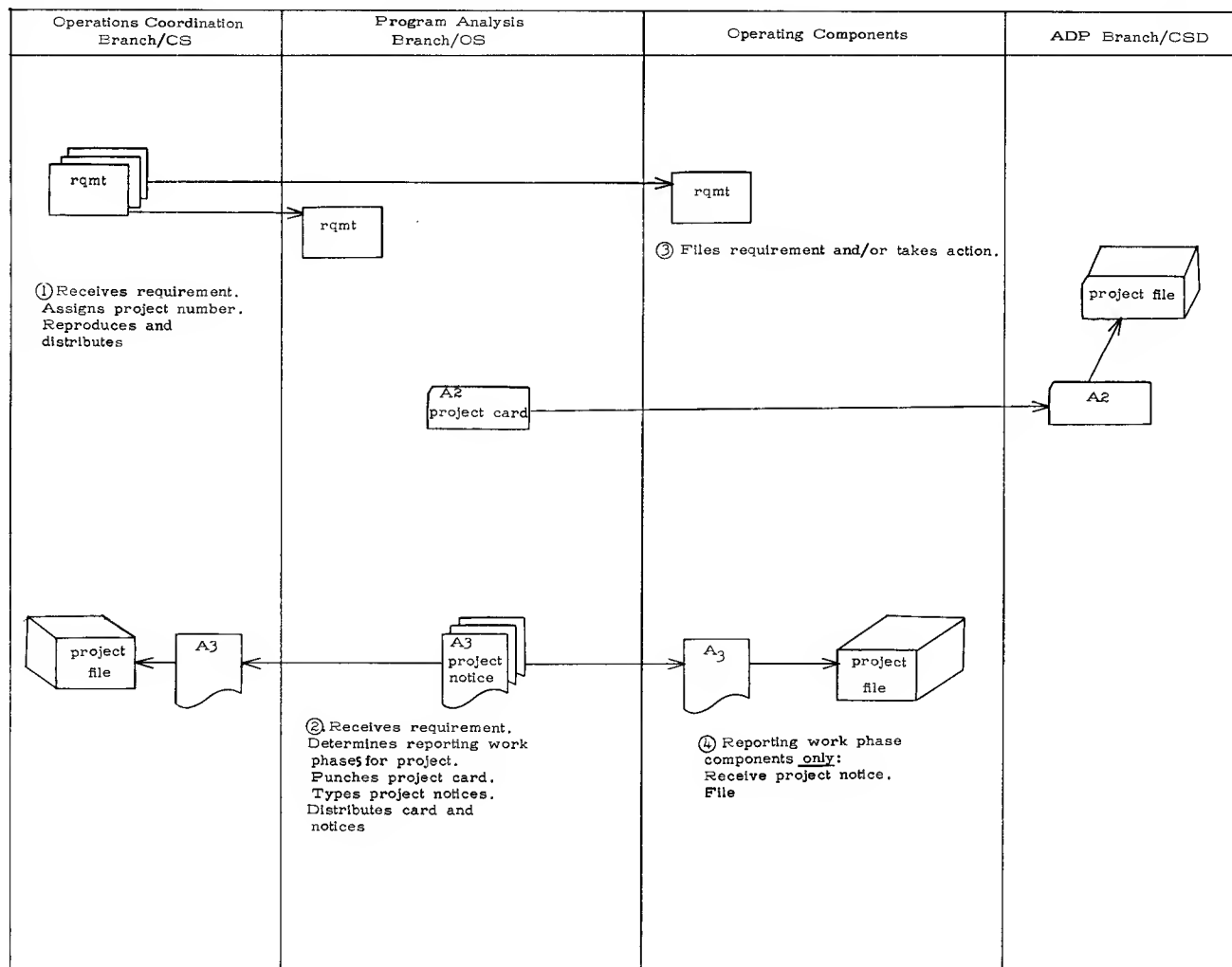
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INITIATION OF PROJECTS

Chart 1.



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DRAFT HANDBOOK

NPIC Handbook  
No. \_\_\_\_\_

PROCEDURES FOR COLLECTING, PREPARING AND PRESENTING PROGRAM ANALYSIS DATA

1. Project Work Accounting:

← see chart on facing page

a. Initiation of Projects:

(1) Incoming Requirements

Projects will be established as a result of requirements accepted for NPIC by the Assistant for Operations (See NPIC regulation 51-100). Following acceptance, the Operations Coordinations Branch/OS (OCB) will assign an NPIC Project Number, prepare and distribute copies of the requirement form to the operating components, and route the original to the Program Analysis Branch/OS (PAB).

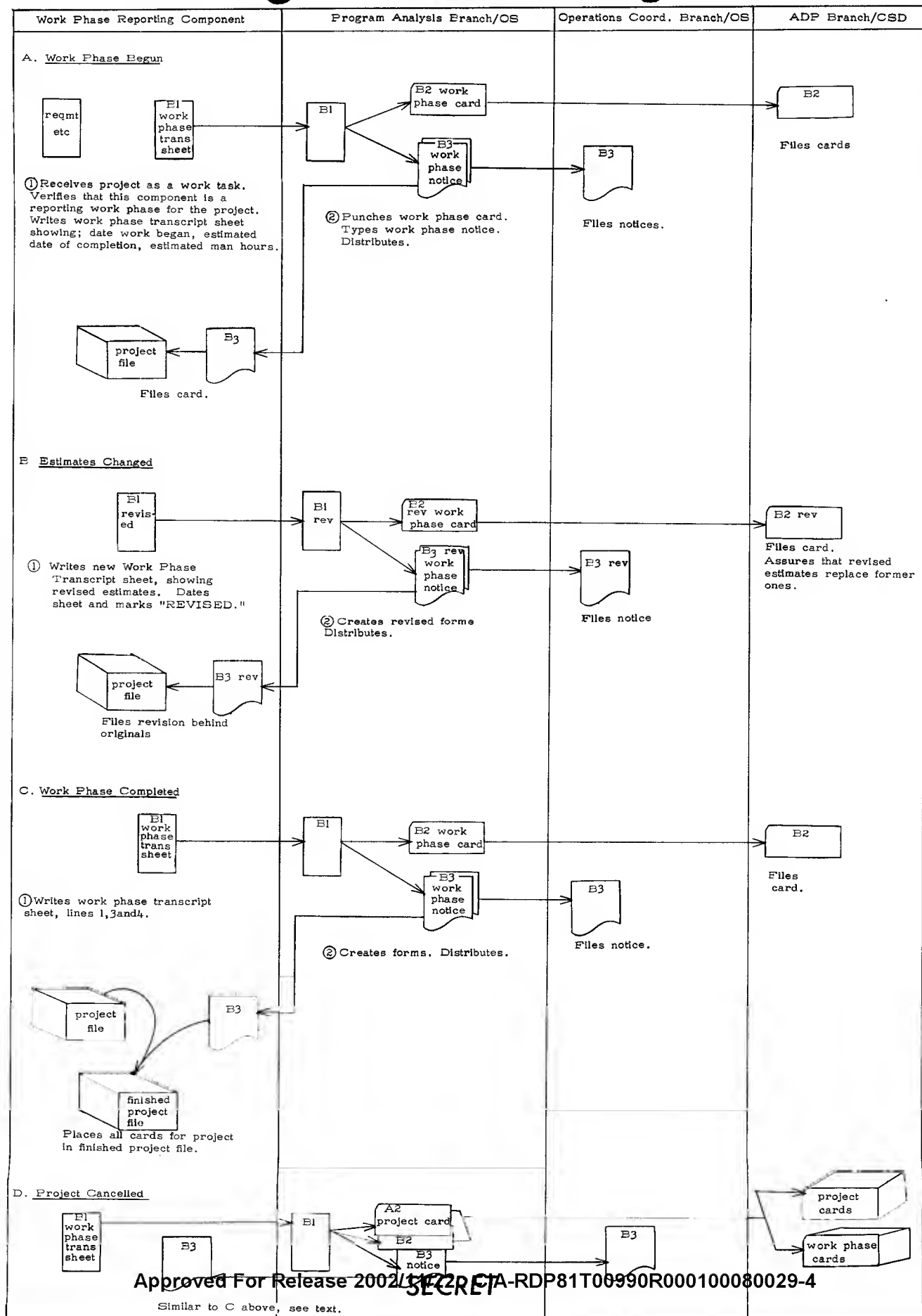
(2) Project Cards and Notices

From the requirement form, PAB will initiate a project card (Form A2) and, simultaneously, five project notices (Form A3) which are typed copies of the information on the project card. See attachment 1 for samples of Forms A2 and A3. The project card will be sent to the Automatic Data Processing Branch/CSD (ADP). Project notices will be sent to the work phase reporting components.\* The original requirement form and a project notice will be returned to OCB. Recipients of the project notices may use them as the basis for a file of active projects.

\* See "Definitions," page \_\_\_\_\_ of the accompanying regulation.

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Chart 2.



← see chart on facing page

b. Project Progress Reporting

When a work order is accepted by an operating component, the program coordinator will immediately fill out a work phase transcript sheet (Form B<sub>1</sub>) and forward it to PAB. See attachment 2 for samples of the Forms B<sub>1</sub>, B<sub>2</sub> and B<sub>3</sub>. The work phase reporting components will fill in all boxes through "Estimated man-hours". All other components will fill in the first 3 boxes only. The "Remarks" area may be used to indicate any work load or schedule difficulties which may be engendered by the work order. The date the transcript sheet is prepared will be written in the space provided in the upper right corner.

PAB will punch the Work Phase Card (Form B<sub>2</sub>) and in the process will make 3 copies of the Work Phase Notice (Form B<sub>3</sub>). The Card will be forwarded to ADP Branch for filing and machine useage. One copy of the Notice will be sent to the originating component and another to OCB.

During the course of a work phase, if it becomes necessary to change the estimated completion date or the estimated man-hours, the program coordinator will prepare a new Work Phase Transcript Sheet. This Sheet will be a complete replacement for the original one. It will contain the date of its preparation and the word "REVISED" written in the blank area to the right of the new estimate. The reason for the change will be written in the remarks section. PAB will punch the Card and distribute the notices, as before.

Upon completion of the phase, the work phase reporting components will fill in another work phase transcript sheet with the "Project Number," "Work Phase," "Actual Date Complete" and when applicable, \*\* the "Report or Other Product" boxes completed and forward it to PAB. PAB will punch and distribute the card and the copies.

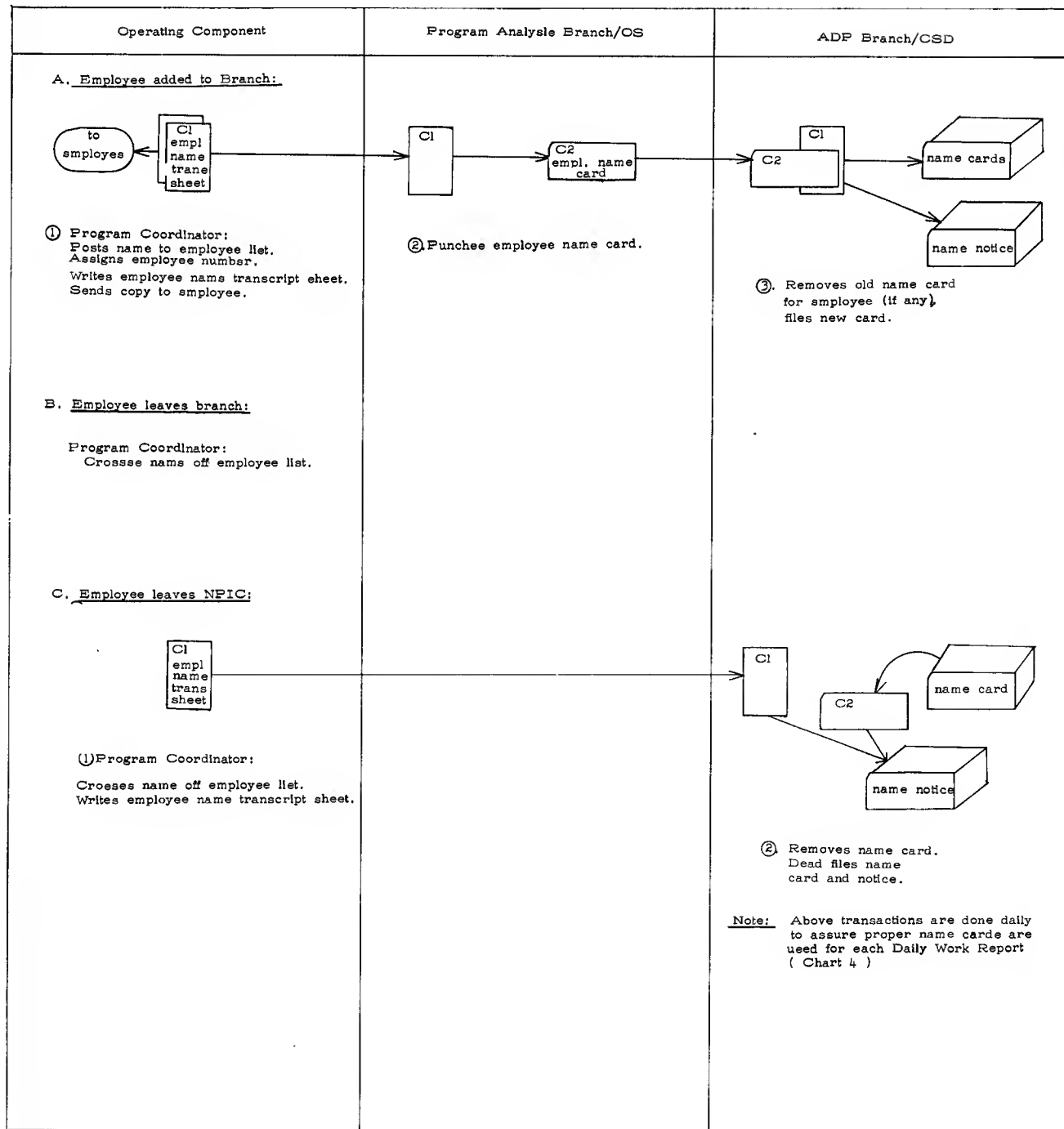
Upon completion of the last reporting work phase, PAB will complete the project card (Form A<sub>2</sub>) by entering the "Date Finished," and will send the card to ADP and the notices to the original recipients of Form A<sub>3</sub> for the project.

Cancellations will be handled in a similar manner to the completion of a reporing work phase. The following information will be entered on Form B<sub>1</sub>: "project number, work phase, actual date completion (cancelled date)," and an "X" in the far right position of the product identification box. Write "cancelled" in the remarks section and state the authority or reason for cancellation. Products, if any, will not be identified when a project is cancelled.

\*\* See attachment 8 for further explanation of product reporting and codes.

Chart 3.

ESTABLISHING EMPLOYEE NAME AND NUMBER CARDS



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← see chart on facing page

c. Establishing Employee Name and Number Cards:

Initially, the program coordinator will prepare an alphabetical list of all reporting employees in his component. This list will be sent to ADP via PAB. The program coordinator will receive a machine written list of names and assigned numbers and will notify each employee of his number. The list will allow for additions in the future, of names within blocks assigned to each letter of the alphabet.

Once the alphabetical list of employees is established, a new employee is assigned a number as follows:

(1) The employee's name is posted to the next blank line for the correct alphabetic block (i.e., if his name is "Baker," it will be posted to the next blank line following all names beginning with B).

(2) A Form C<sub>1</sub> - Employee Name Transcript Sheet is filled out. If the employee has transferred from another branch in NPIC, his previous division, branch, employee (DBE) number is entered. If he is a new employee, a check mark is entered. This tells the ADP Branch whether or not he has a previous name card which must be removed from the records.

The program coordinator in the branch from which an employee transfers need only cross the name off his list.

If an employee leaves NPIC, the same Form C<sub>1</sub> is used and an "X" is placed on the last line of the form, telling the ADP Branch that the name card should be removed from the records.

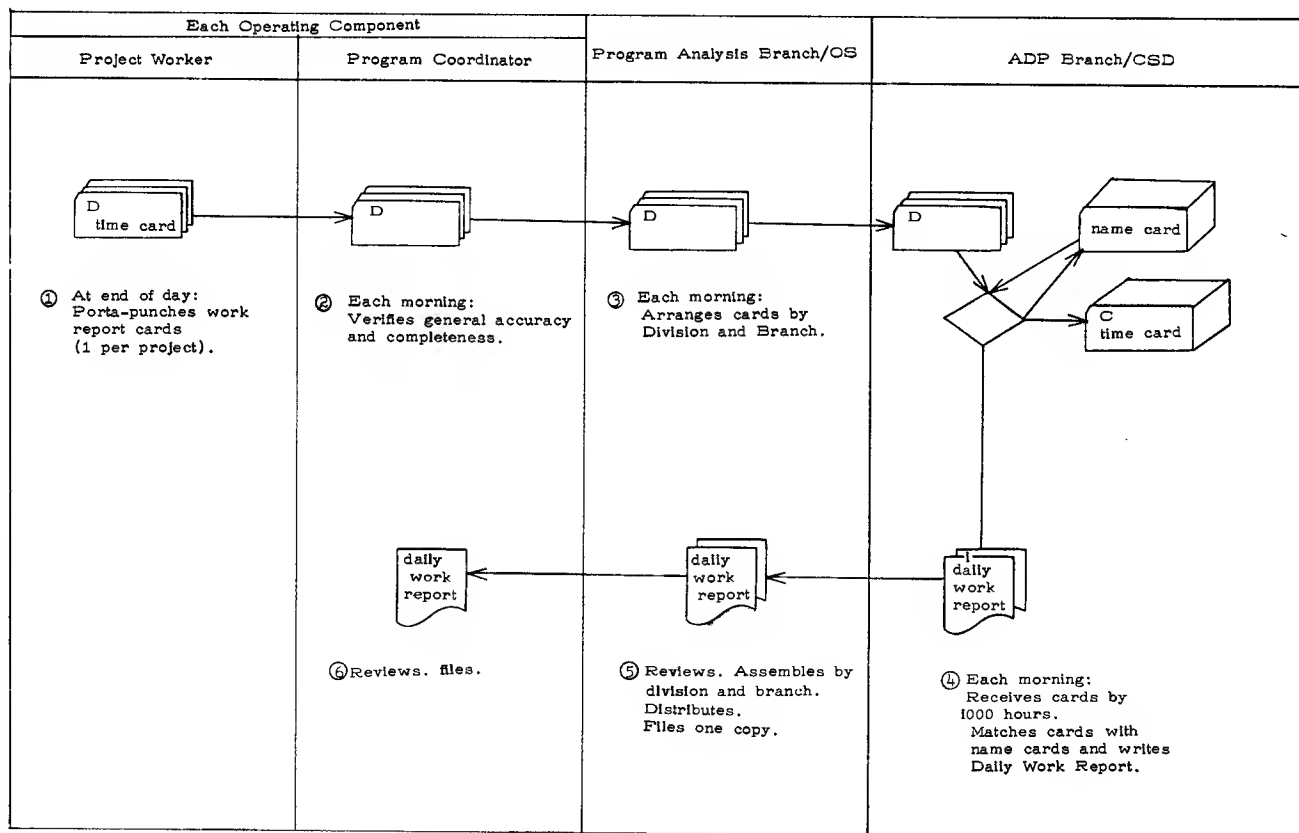
A temporary transfer, or "detail" of an employee from one branch to another, will not require assignment of a new employee number. His work will be listed on the Daily Work Report under the branch to which he is assigned.

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Chart 4.

DAILY WORK REPORTING



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← see chart on facing page

d. Daily Work Reporting:

At the end of the working day, each project worker will account for his time on Time Cards (Form D) which he will submit to the program coordination assistant in his component. See attachment 4 for a sample Time Card. The employee will make out a separate card for each project he worked on for one hour or more. By means of Porta Punch\* methods, he will mark in his division, branch and employee (DBE) number, his grade, the project number, his activity code and the hours worked; both regular and overtime. For projects on which he spends less than one hour and project work that is difficult to identify with a specific project number, he will use the "General Project Work" columns.

If, during the day, he has spent time on non-project work; he will fill in the appropriate boxes on the right side of the card. This information will not be repeated if more than one card is used for the day. It will be used in compiling time and attendance data.

On the following work morning the program coordination assistant will arrange the cards numerically by employee number, scan them for correctness, record any necessary T & A information and deliver them to PAB by 0930 hours. PAB will further arrange the card decks by division and branch and will deliver them to ADP Branch by 1000 hours. ADP Branch will gang punch the date, match the cards with the name cards and print a listing by division, branch and alphabetically by employee's name showing the hours and projects worked on by each employee. See attachment 12 for a sample of this report. These listings will be delivered to PAB by 1330 hours. PAB will separate them by division and branch and deliver copies to the branches concerned. The branches will use these lists as a final check for correctness of information and for review of personnel time utilization.

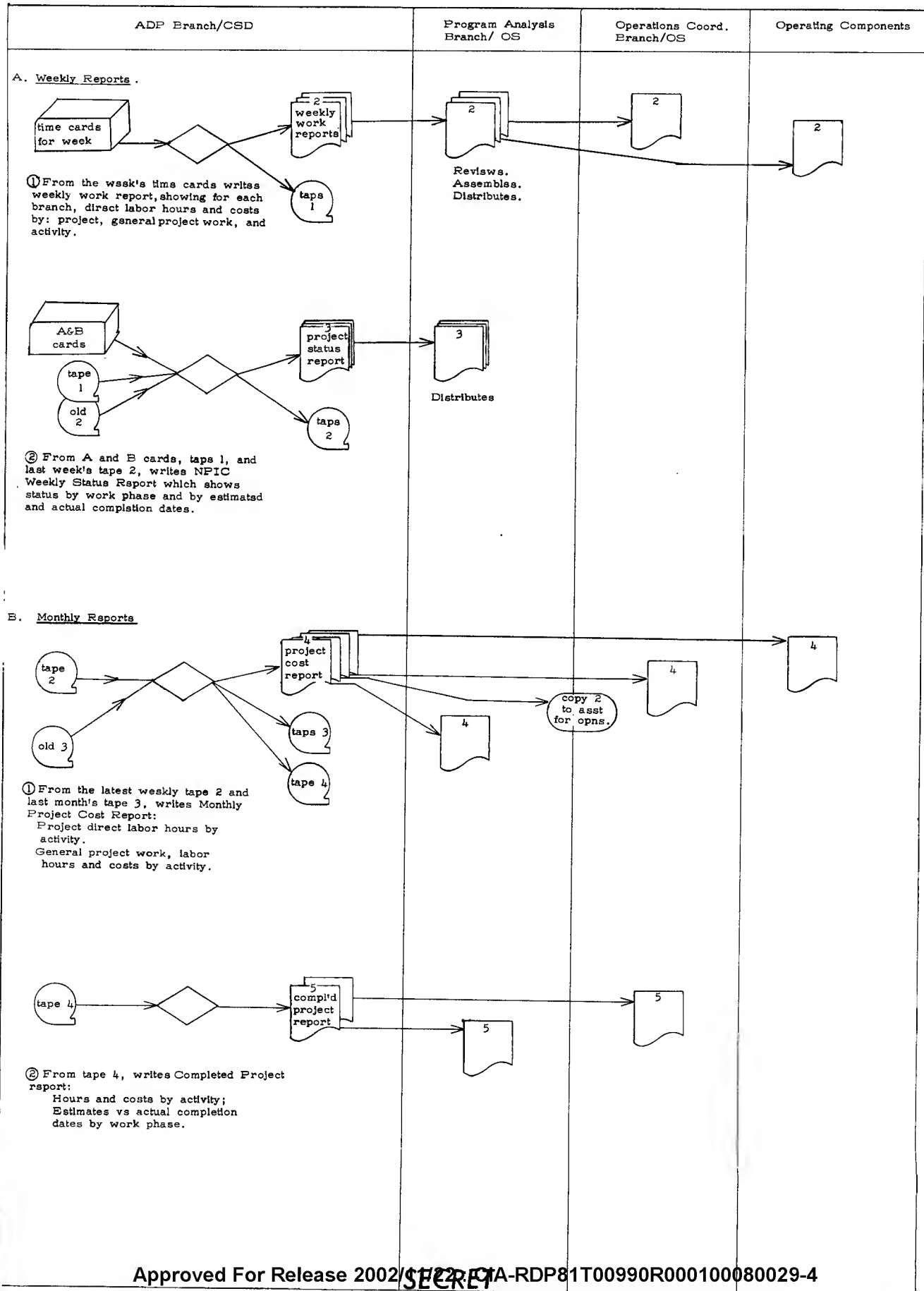
\* Instructions on Porta Punch will be provided prior to initiation of this System.

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Chart 5.

WEEKLY AND MONTHLY REPORTING



← see chart on facing page

e. Weekly and Monthly Reporting

(1) NPIC Weekly Work Report: (See attachment 13)

This report will be prepared on Monday of each week. It will show the total amount of time worked during the preceeding week on each activity by each branch on assigned projects and on general project work. It will also show the amount of time spent on all activities during the week and their cost. The report will provide Branch supervisors with a ready reference to the work expended on projects during the week as well as a listing of their project which were not worked on. Copies of this report will go to each branch and to OPS/Staff.

(2) NPIC Weekly Project Status Report: (See attachment 14)

This report will be a listing of all active projects by category. It will contain the basic project data and the current status of each of the reporting work phases for the project. It, too, will be produced each Monday. This will be the standard report for presenting project status information. It will be distributed to NPIC management, the Division Chiefs and the Secretariat members.

(3) NPIC Monthly Project Cost Report: (See attachment 15)

At the end of each month a summation will be made of all time spent on all activities for each project. The direct labor cost for each activity and project will also be totalled. This report will supply operational information needed to assess the work load imposed by current projects and the capabilities for accepting new commitments. This report will be produced immediately following the production of the last weekly report of each month.

(4) NPIC Completed Project Report: (See attachment 16)

At the end of each month\* a report will be made for each project which was completed during the month. This report will contain information similar to that in the Monthly Project Cost Report.

It will also contain final elapsed time figures by work phase for the project. In short, this will contain all pertinent figures to account for the work effort that went into each project.

\* A reporting month will include 4 weeks except that the first month of each quarter (i.e., January, April, July and October) will include 5 weeks. PAB will notify ADP Branch at least a week in advance, which week to consider the last of the month.

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f. Special ADP Services:

There will be requirements for additional reports and listings to be compiled from the information stored in the course of the processes listed above. These will come up at irregular intervals and cannot be planned for in advance. Arrangements for them will be worked out between PAB and ADP Branch as the needs arise.

2. Non-Project Work Accounting:

All work performed within NPIC on other than projects will be recorded from the Time and Attendance (T & A) reports made up bi-weekly by all components. PAB will obtain copies of the T & A reports of all components from the Administration Staff. In the case of the Director's Office and Staffs these figures will be used directly. In the case of the Operating Divisions the project time, totalled from the time cards will be subtracted from the total T & A time to give the non-project time worked by that Division.

3. Reports to Management:

From the information contained in the project reports described in Sections 1 and 2 above. PAB will prepare reports to the NPIC management showing:

- a. Project accomplishments
- b. Projects which have run into difficulties
- c. Average costs of projects
- d. Differences in costs between projects of varying types
- e. Comparisons of the costs of varying activities in the different types of projects
- f. Work load figures in the various operating components
- g. Other information related to the Center's work effort

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ATTACHMENTS

SECTION 1

FORMS

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# SECRET FORM A1 - PROJECT TRANSCRIPT SHEET

FDR PAB  
USE ONLY

PROJECT NUMBER:	REQUESTED BY:	COUNTRY:
PROJECT DESCRIPTION: M Tag		
PROJECT OFFICER:	SECURITY CLASSIFICATION:	
PROJECT CATEGORY:	PRIORITY & WEIGHT:	DATE PROJECT BEGAN:
ESTIMATED COMPLETION DATE:		DATE PROJECT FINISHED:

## FORM A2 - PROJECT CARD

KEY  
PUNCHED  
BY PAB,  
FILED  
BY ADP

N 543	OIA	UR	OLGS	MOTOR	PLT	EXPANSION	ALBERTSON	1K	3G	1-09	12MR3	30MR3	15AP3
PROJECT NUMBER	REQUESTED BY	COUNTRY	PROJECT DESCRIPTION			PROJECT OFFICER OR REQUESTOR	SECURITY CLASSIFICATION	PROJECT CATEGORY	PRIORITY & WEIGHT	DATE ACCEPT NPIC	EST DATE COMPL	DATE FINISHED	

## FORM A3 - PROJECT NOTICE

DISTRIBUTED  
TO WORK PHASE  
REPORTING  
COMPONENTS

N 543	OIA	UR	OLGS	MOTOR	PLT	EXPANSION	ALBERTSON	1K	3G	1-09	12MR3	30MR3	15AP3
PROJECT NUMBER	REQTD BY	C A T G Y	M T A G	PROJECT DESCRIPTION			PROJECT OFFICER OR REQUESTOR	C L A S S	C A T E G O R Y	PRIOR & WEIGHT	DATE ACCEPT NPIC	EST COMPL DATE	ACT COMPL DATE
WORK PHASE REPORTING COMPONENTS													
PAG		CSD			PSD		PD		TID			OS	
GMD	STD	RB	REF	ADP	RPB	PLB	EB	GAB	CB	TAB	TSB	PAB	DCB

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Attachment 2

## FORM B1 - WORK PHASE TRANSCRIPT SHEET

FILLED  
IN BY  
OPERATING  
COMPONENTS

PROJECT NUMBER:	N         5   4   3	WORK PHASE:	3	DATE WORK BEGAN:	1   5   M   R   3	DATE INFO ENTERED	1   2   M   R   3
						(NOT TO BE PUNCHED)	
ESTIMATED DATE COMPLETION:	1   5   A   P   3	ESTIMATED MANHOURS:	2   0   0				
ACTUAL DATE COMPLETION:							
PRODUCT TYPE:							
PRODUCT IDENTIFICATION:							
PRODUCT QUANTITY:							
REMARKS:							

## FORM B2 - WORK PHASE CARD

KEY  
PUNCHED  
BY PAB,  
FIL EO  
BY ADP

N 543	3	15MR3	15AP3	200	15AP3	R	376/63	1
PROJECT NUMBER	WORK PHASE	BEGINNING DATE	EST DATE COMP	EST MAN HRS TO COMP	ACTUAL DATE COMP	TYPE	ID NO.	QUANTITY
REPORT OR OTHER PRODUCT								

## FORM B3 - WORK PHASE NOTICE

DISTRIBUTED TO  
OPERATING  
COMPONENTS

N 543	3	15MR3	15AP3	200	15AP3	R	376/63	1
PROJECT NUMBER	P H A S E	BEGIN DATE	EST DATE COMPL	EST MAN HOURS	ACTUAL DATE COMPL	TYPE	I.O.	QUAN
PRODUCT								

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## FORM C1 - EMPLOYEE NAME TRANSCRIPT SHEET

FILLED  
IN BY  
OPERATING  
COMPONENTS

DIVISION CODE		EFFECTIVE DATE	
BRANCH CODE			
EMPLOYEE NUMBER			
LAST NAME			
FIRST INITIAL			
SECOND INITIAL			
PREVIOUS D - B - E NUMBER	CHECK (✓) IF THIS IS A NEW EMPLOYEE	MARK "X" IF EMPLOYEE IS LEAVING NPIC	

## FORM C2 - EMPLOYEE NAME CARD

KEY  
PUNCHED  
BY PAB,  
MAINTAINED  
BY AOP

				JOHANSON		R	T					1	6	F	E	4
EFFECTIVE DATE																
PREVIOUS OBE NO. OR "X" FOR CANCEL																
EMPLOYEE NAME																
EMPLOYEE NO.																
BRANCH NO.																
DIVISION NO.																

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# FORM D - TIME CARD

PORTA  
PUNCHED  
BY  
PROJECT  
WORKERS

D I V	B R	EMPL	GR	SPECIFIC PROJECT WORK						GENERAL PROJECT WORK			*
				TYPE	PROJECT NUMBER	YR	ACTIVITY	REG TIME	OVER TIME	ACTIVITY	REG TIME	OVER TIME	
0	0	0 0 0	0 0	0	0 0 0 0 0	0	0 0 0	0	0 0 0	0	0 0 0	0	0
1	1	1 1 1	1 1	1	1 1 1 1 1	1	1 1 1	1	1 1 1	1	1 1 1	1	1
2	2	2 2 2	2 2	2	2 2 2 2 2	2	2 2 2	2	2 2 2	2	2 2 2	2	2
3	3	3 3 3	3 3	3	3 3 3 3 3	3	3 3 3	3	3 3 3	3	3 3 3	3	3
4	4	4 4 4	4 4	4	4 4 4 4 4	4	4 4 4	4	4 4 4	4	4 4 4	4	4
5	5	5 5 5	5 5	5	5 5 5 5 5	5	5 5 5	5	5 5 5	5	5 5 5	5	5
6	6	6 6 6	6 6	6	6 6 6 6 6	6	6 6 6	6	6 6 6	6	6 6 6	6	6
7	7	7 7 7	7 7	7	7 7 7 7 7	7	7 7 7	7	7 7 7	7	7 7 7	7	7
8	8	8 8 8	8 8	8	8 8 8 8 8	8	8 8 8	8	8 8 8	8	8 8 8	8	8
9	9	9 9 9	9 9	9	9 9 9 9 9	9	9 9 9	9	9 9 9	9	9 9 9	9	9

IF OVERTIME COLUMN WERE USED, ALSO INDICATE

TIME BEGAN	TIME ENDED
------------	------------

IF LESS THAN 8 HOURS WERE SPENT ON PROJECT WORK DURING REGULAR TIME INDICATE IN APPROPRIATE SPACE

LEAVE		
TYPE	BEGAN	ENDED

NON - PROJECT WORK

NR. OF HOURS:

NOTE: DO NOT REPEAT THIS INFO IF 2 OR MORE CARDS ARE USED IN A DAY

THIS INFO IS FOR USE OF  
T & A CLERK ONLY  
NOT PUNCHED

DATE IS END-PRINTED  
DURING  
GANG-PUNCH  
OPERATION.



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ATTACHMENTS

SECTION 2

CODES

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Attachment 5

REQUESTORS CODE

REQUEST FROM:

For Field  
2, Form A  
CODE

If only one requestor  
for a project

If Multiple requestors  
for a project

CIA

CIA

DIA

DIA

NSA

NSA

ARMY

C	I	A	
C		D	I
		D	A
		N	S
		S	A
A	R	M	Y
N	P	I	D
			N
			O
			P
			H
			B
			G
			T
N	P	I	C
			E
			U
			L
			S
			F
			M

Requests from NPIC Components

O/DIR

AS

OS

P & DS

CSD

PSD

PD

TID

Requests from Outside Submitted thru NPIC Units

Common Concern of Intell. Community per NSCID - 8

Project Headquarters

USIB (includes: COMOR, OMAIC, JAEIC, SIC, NIC, etc.)

State Department

Other US Govt.

All Others

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Attachment 7

SECURITY CLASSIFICATION CODES

For Field 6 Form A

<u>1st Column</u>	<u>Code</u>	<u>2nd Column</u>	<u>Code</u>
Top Secret	1	Talent (Chess)	A
Secret	2	AFS	B
Confidential	3	Comint	C
Unclassified	4	AEC	D
Official Use Only	5	Noform	E
			F
			G
			H
			K
			M
			N
			O
			P
			Q
			R
			S
			U
			V
			Z

Talent-Keyhole (Ruff)

A - B

A - C

A - D

A - B - C

A - any other combination

Keyhole - Comint

Keyhole plus other

B - C

B - Others (Not including A)

Internal Use Only

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Attachment 8

PROJECT CATEGORY CODES

<u>Primary Designation</u>	<u>Secondary Designation</u>	For Field 7, Form A Code	
1. Immediate Exploitation	M. Textual N. Graphics	1	M
		1	N
2. Mission Exploitation	P. MCI Q. Intel Process R. Tech Process	2	P
		2	Q
		2	R
3. Detailed Projects	A. <div data-bbox="857 1012 1281 1472" style="border: 1px solid black; width: 261px; height: 219px; display: flex; align-items: center; justify-content: center;">25X1</div> B. C. D.  E. F. G. H. I. J. K. L. X.	3	A
		3	B
		3	C
		3	D
		3	E
		3	F
		3	G
		3	H
		3	I
		3	J
		3	K
		3	L
		3	X
4. Areal Exploitation		4	
5. Service/Support	S. Reproduction T. Photo Lab U. Graphics	5	S
		5	T
		5	U
6. Technical Studies		6	

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~~SECRET~~Attachment 9Work Phase and Activities Codes

Work Phase	For 2d Field Form B Code	Activity	For 2d & 5th Fields Form C Code	Explanation
Photo Analysis	1 0	Photo Interp (PAG/GMD)	0 1	Interpreting or scanning photos reporting findings
		Briefing " "	0 2	Presenting or preparing for briefings or consultations
		Typing " "	0 3	Typing directly applied to a particular project
		Photo Interp (PAG/STD)	1 0	
		Briefing " "	1 1	
		Typing " "	1 2	
		Photo Interp (PID)	2 0	
		Briefing " "	2 1	
		Typing " "	2 2	
Publications	2 0	Editing	3 0	
		Graphics Analysis	3 1	
		Drafting & Illustrating	3 2	
		Composition	3 3	
Collateral Support	3 0	Research Support	4 0	Answering research requests, preparing and assisting analysts with research materials
		Reference Support	4 1	Library and report files assistance
		Information Processing	4 2	Indexing, coding, classifying, collating, etc.
		Information Collection	4 3	Procurement of collateral reports & photography

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Work Phase	For 2d Field Form B Code	Activity	For 2d & 5th Fields Form C Code	Explanation
Data Processing Support	4 0	System Design (CSD only)	4 7	Key punching, etc.
		Computer Programming "	4 8	
		Computer Operating "	4 9	
		Machine Language Input	5 0	
Scientific Computer	5 0	System Design (TID only)	5 5	Key punching, etc.
		Computer Prob. Analysis	5 6	
		Computer Programming(TID)	5 7	
		Computer Operating(TID)	5 8	
		Machine Language Input(TID)	5 9	
		Mathematical Analysis	6 0	
Photogrammetric Support	6 0	Mensuration	6 4	
		Camera System Analysis	6 5	
Technical Processing	6 5	Preparation of Precise Mission Data	6 9	
Intelligence Processing	7 0	Plotting	7 3	
		Evaluation	7 4	
		Film Editing	7 5	
		Compiling Mission Statistics	7 6	
Reproduction	8 0	Printing & Copying	8 0	
		Negative Layout	8 1	
		Plate Making	8 2	
Photo Lab Support	8 5	Photo Lab Operations	8 8	
Film Reference	9 0	Film File Operations	9 0	Storage, retrieval, control, transmittal, etc.

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Attachment 10

FINAL PRODUCT CODE

WORK PHASE TRANSCRIPT SHEET

<u>Product</u>	<u>To be filled in only by</u>	<u>Remarks</u>	<u>For Field 7, Form B Code</u>
Report	Repro & Print-Br, PSD only	Fill in type and ID number columns only	R
Graphic	Graphics Branch, CSD	Fill in type & quantity columns only	G
Photograph	Photographic Lab Branch, PSD	Fill in type & quantity columns only. ("Photograph" includes any photographic pro- duct: film or paper, positive or negative, enlargement or reduction, etc.)	P

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Attachment 11

DIVISION AND BRANCH CODES

Division		Branch	For Field 1, Form C Code	
PAG	GMD		1	0
			1	1
		FE	1	2
		WH	1	3
	STD	E/ME	1	4
			1	5
		M/E	1	6
		ABC	1	7
PD		NE	1	8
			2	0
		EB	2	1
		GAB	2	2
PSD			3	0
		RPB	3	1
		PLB	3	2
		ICB	3	3
CSD			4	0
		RE	4	1
		Ref	4	2
		ADP	4	3
TID			5	0
		CB	5	1
		TAB	5	2
		TSB	5	3
OS/Sup			6	1

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ATTACHMENTS

SECTION 3

SAMPLE REPORTS

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